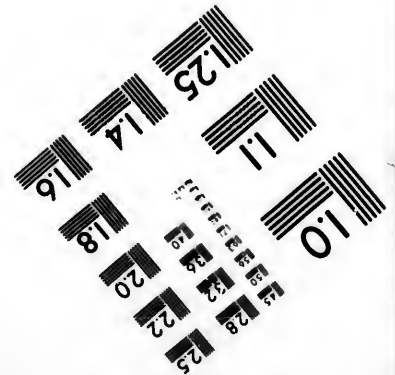
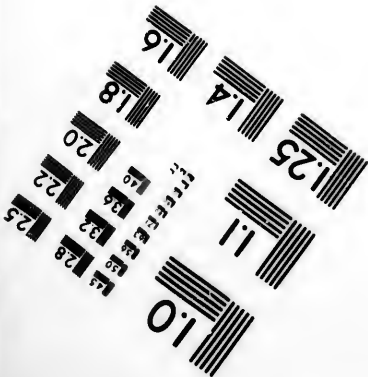
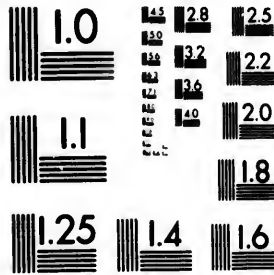


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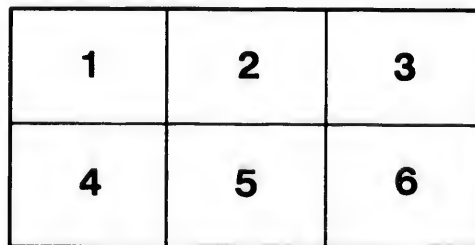
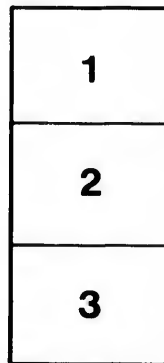
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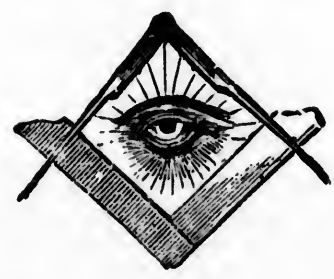
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Can. Freemasons Smith's Falls  
Prov. Ont. St Francis Lodge .t  
F BY-LAWS No. 24.

OF  
ST. FRANCIS LODGE  
OF

*Ancient, Free and Accepted  
Masons.*

*No. 24, G. R. G.*



*Instituted A. L. 5839.*

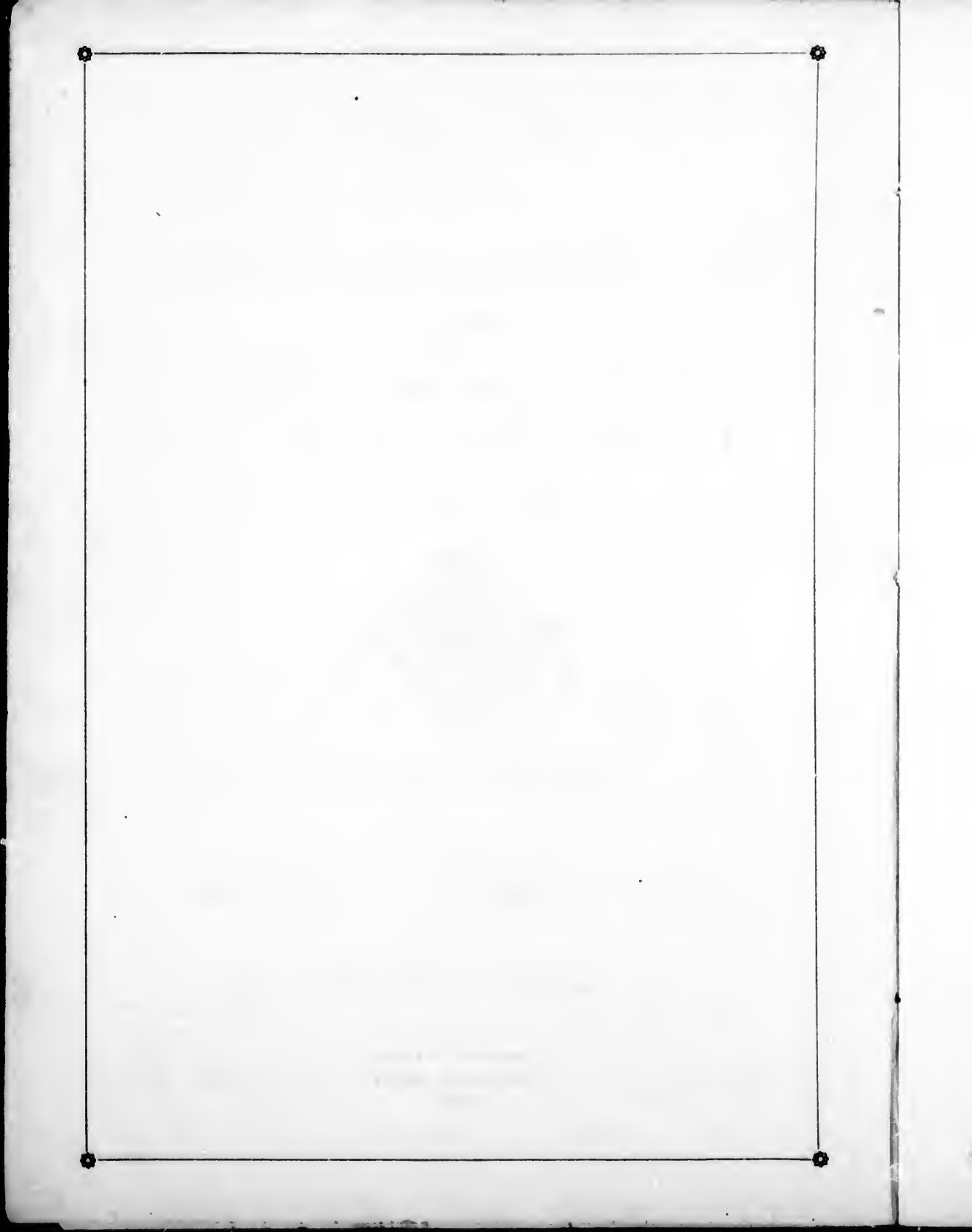
AT  
SMITH'S FALLS, - ONTARIO.

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Approved by the Grand Master on Feb. 21-t. 5895.

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SMITH'S FALLS :  
THE NEWS PRINT,  
1895.



**BY-LAWS**  
**OF**  
**St. Francis Lodge, No. 24, G. R. C.**  
**A. F. AND A. M.**

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**No. I**

**PREAMBLE.**

Order and Regularity being essentially necessary for the preservation of that harmony which should always characterize Free Masons, the Brethren of St. Francis Lodge, No. 24, on the Registry of the Grand Lodge of Ancient, Free and Accepted Masons of Canada, in the province of Ontario, having repealed all former By-Laws, do enact the following :

**No. II.**

**NAME.**

This Lodge shall be known as St. Francis Lodge, No. 24, G. R. C.

**No. III.**

**DUTY TO GRAND LODGE.**

This Lodge fully acknowledges the supremacy of the Grand Lodge of Ancient, Free and Accepted Masons of Canada, in the province of Ontario, and will at all times pay respect and obedience to its Laws, Rules, Orders and Regulations.



**No. IV.****REGULAR MEETINGS.**

The regular meetings of this Lodge shall be held on the Friday on or before each full moon, and also on the festivals of St. John the Evangelist, and St. John the Baptist, (or should they fall on Sunday then on the following day) at 7:30 p. m., unless otherwise stated in the summons, but the Lodge may, with the consent of the Worshipful Master, upon resolution submitted and passed, call off during the months of July and August in each year.

**No. V.****EMERGENCY MEETINGS.**

Emergency meetings may be held as provided for by the Book of Constitution ; but should a Lodge of Emergency be called at the solicitation of a Brother for his own benefit or advancement, all the expenses of the meeting shall be defrayed by him, unless otherwise ordered by vote of the Lodge.

**No. VI.****OFFICERS.**

No. 1—The officers of the Lodge shall be the Worshipful Master, Senior and Junior Wardens. Chaplain, Treasurer, Secretary, Senior and Junior Deacons, Director of Ceremonies, Two Stewards, Organist, Inner Guard and Tyler.

No. 2—Annually at the Regular Meeting immediately preceding the Festival of St. John the Evangelist, the Worshipful Master, Senior Warden, Junior Warden, Chaplain, Treasurer and Secretary, shall be elected by written ballot, and the Tyler and two Auditors by open vote of the Lodge.

No. 3—Annually on the Festival of St. John the Evangelist, after the Worshipful Master has been duly installed in the chair, he shall appoint the Senior and Junior Deacons, Director of Ceremonies, two Stewards, Organist and Inner Guard, and the elected and appointed officers shall be installed and in vested.

## DUTIES OF OFFICERS.

### No. VII.

#### THE WORSHIPFUL MASTER.

Beyond the Ancient charges and Regulations, and the duties laid down by the Book of Constitution, The Worshipful Master is responsible for the safe-keeping of the Warrant and other Lodge Records, Books and Papers, and with the Wardens, holds all the furniture, jewels, paraphernalia and other property of the Lodge in trust for its members, and shall see to the efficient insurance of the same against loss by fire. He shall sign all orders on the Treasurer, and be, *ex officio* a member of all committees

### No. VIII.

#### THE SENIOR WARDEN.

Beyond the regular duties appertaining to this office, the Senior Warden shall, under the Worshipful Master, specially see to the safe and proper keeping of the jewels and paraphernalia, and furniture of the Lodge, and shall examine the inventory of the same immediately before entering into office. He shall be assisted by the Stewards.

### No. IX.

#### THE JUNIOR WARDEN.

Beyond the regular duties appertaining to this office, the Junior Warden shall attend to the necessary arrangements for refreshments on all ordinary occasions, and is, *ex officio*, chief of the Stewards.

### No. X.

#### THE CHAPLAIN.

The duties of this officer speak for themselves, and it is very desirable to have his punctual and regular attendance.

### No. XI.

#### THE TREASURER.

The Treasurer shall receive from the Secretary all moneys of the Lodge, give receipts for the same, and pay

all orders duly signed by the Worshipful Master, and countersigned by the Secretary. He shall keep books in which his receipts and disbursements shall be regularly entered, so as to be able to exhibit the balance in his hands at any time. He shall annually, immediately after the Festival of St. John the Evangelist, submit his accounts and vouchers to the auditors for examination, and transfer to his successor immediately after his installation, all moneys and other property of the Lodge in his possession. Should the funds of the Lodge in the Treasurer's hands exceed One Hundred Dollars, such amount shall be deposited in the Post Office Savings Bank, or other chartered Banks, to the credit of the Trustees of the Lodge, or otherwise as the Lodge may direct.

#### No. XII.

##### THE SECRETARY.

The Secretary shall keep a faithful record of the proceedings of the Lodge, and preserve in proper order all papers and documents relating thereto. He shall keep a correct register of the members and their respective accounts with the Lodge. He shall sign all authorized certificates and affix the Lodge seal thereto, issue all necessary notices and summonses for meetings, etc., and countersign all orders and charges for the Worshipful Master. He shall prepare all returns required by the Grand Lodge, and notify the first named Brother of every Committee of his appointment, the names of his associates, and the nature of their duties. He shall receive all moneys of the Lodge, transferring the same to the Treasurer without deduction at once on the first opportunity, and shall generally discharge all other duties appertaining to the office of a Secretary.

#### No. XIII.

##### THE DEACONS.

The Deacons shall attend the Worshipful Master and Wardens to assist in opening the Lodge at the appointed time, and in the ceremonies and preparation of candidates, and otherwise, as the Worshipful Master and Wardens may direct.

**No. XIV.****THE DIRECTOR OF CEREMONIES.**

The Director of Ceremonies shall see that the Lodge is properly prepared, that all Brethren appear in Lodge in the clothing prescribed by the Book of Constitution, and to the best of his ability that every Brother, when in the Lodge, or at refreshment, is placed according to his station.

**No. XV.****THE STEWARDS.**

The Stewards, under the direction of the Senior Warden, shall see to the safe and careful keeping of the jewels, paraphernalia and furniture of the Lodge, and, under the Junior Warden shall have the arrangement and ordering of refreshments.

**No. XVI.****THE INNER GUARD.**

The Inner Guard shall attend each meeting punctually at the hour named in the summons, to guard the interior of the Lodge at its opening, to receive visitors and examine all candidates for admission, and give directions to the Tyler.

**No. XVII.****THE TYLER'S DUTIES AND FEES.**

The Tyler shall attend punctually, and diligently watch the exterior of the Lodge, and see that all candidates for admission are properly prepared. He shall see that the furniture and ornaments of the Lodge are kept in good order, and perform all such other duties as may be directed by the Lodge or its officers; for which he shall be paid such remuneration as the Lodge may direct from year to year.

**No. XVIII.****THE AUDITORS.**

It shall be the duty of the Auditors to audit the Treasurer's and the Secretary's accounts, and certify to their correctness, and report through the Worshipful Master

of the Lodge. The Auditors shall also make an annual report to the Lodge at the first regular meeting after the Festival of St. John the Evangelist.

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## COMMITTEES.

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### No. XIX.

#### FINANCE.

On the day of his Installation the Worshipful Master shall appoint three members, who with the Auditors shall constitute a Finance Committee, and whose duty it shall be to examine all accounts before payment, and if found correct, to certify to the same.

### No. XX.

#### BENEVOLENCE.

On the day of his Installation the Worshipful Master shall appoint three members of a Benevolent Committee, to whom all applications for relief shall be referred, and whose duty it shall be to report to the Lodge all cases deserving aid and assistance, unless those of urgent necessity, when it shall be in the power of a majority of the committee to issue an order on the Treasurer for a sum not exceeding Five Dollars, reporting the same to the Lodge at its next regular meeting

### No. XXI.

#### GENERAL.

The Worshipful Master shall also appoint all such other committees as may be necessary. They shall choose their Chairman, and have power to require the attendance of members of the Lodge to give such information as such Committee may deem essential. They shall enter their proceedings in a book, and report through the Worshipful Master to the Lodge.

### No. XXII.

#### INITIATION AND JOINING FEES.

The fee for initiation shall be Twenty Dollars, which shall include registration in the Grand Lodge, also a

certificate upon attaining the M. M. Degree. The fee for a joining member shall be Two Dollars, to include the fee for Registration, but should he require a Grand Lodge Certificate, he must pay an additional sum of Two Dollars. In every instance the whole fee must be paid at the time of Initiation or Admission.

**No. XXIII.**

CONFERRING DEGREES.

Any Brother not initiated in this Lodge may be passed or raised in it, after having been admitted a member by regular ballot, for the sum of Five Dollars for each Degree, provided he produces satisfactory proof of having been initiated, and (or) passed (as the case may be) in a regular lodge, also a certificate of his standing in a regular lodge. This is not however to prevent the Lodge upon a resolution from conferring the Second or Third Degree, or both, upon a brother free of charge.

**No. XXIV.**

THE BALLOT.

No person shall be made a Mason in, or admitted a member of this Lodge, if on the ballot two or more black balls appear against him.

**No. XXV.**

NON-ATTENDANCE AFTER BALLOT.

Should any candidate who has been approved of for initiation or affiliation not attend for that purpose within six months, after being notified by the Secretary of the Lodge, he must before being initiated or affiliated be again proposed, and a fresh ballot must be taken.

**XXVI.**

HONORARY MEMBERSHIP.

Any Brother who has rendered important services to the Craft in general, or to this Lodge in particular, may upon a three-fourths ballot be elected an Honorary Member, such proposition being inserted in the notice calling the meeting at which the ballot shall be taken, but should the Lodge desire to confer upon the Brother all the rights and privileges of an ordinary member, then the ballot must be unanimous.

**No. XXVII.**  
**WITHDRAWAL.**

Any member desiring to withdraw must place his resignation in writing before the Lodge, or signify the same personally at a regular meeting, and the Secretary shall furnish him with a certificate of his standing, under the seal of the Lodge.

**No. XXVIII.**  
**RE-ADMISSION OF MEMBERS.**

Should any member retire from the Lodge, or cause his name to be erased from the books, or be excluded for any cause except non-payment of dues, he shall not be re-admitted without a ballot and joining fee, as fixed by By-Law No. 22.

**No. XXIX.**  
**LODGE FEES AND DUES.**

The annual subscription of each member, except the Secretary and the Tyler, who shall be exempt, shall be Three Dollars, provided he resides within Ten miles of the Lodge Room ; if beyond that limit, One Dollar and a half, and shall be payable quarterly in equal proportions.

**No. XXX.**  
**NON-PAYMENT OF DUES.**

In case the Dues of a member remain unpaid for twelve months it shall be the duty of the Secretary of the Lodge to read out the name of such member in default, after which a special summons to appear at the next regular meeting of the Lodge to shew cause why he should not be suspended, together with a statement of the amount of dues remaining unpaid, shall be sent to such member. Such summons shall be deemed duly served if mailed to the last known address of such member. In case such member shall not, before such next regular meeting of the Lodge, have paid the amount of such dues, and no such excuse be offered as the Lodge may deem sufficient, the Master shall forthwith declare such Brother suspended for non-payment of dues, and the Secretary shall notify the Brother of such suspension.

The Lodge shall have the power to remit the whole or any portion of such arrears, or may suspend the operation of this By-Law for a limited period, on motion duly made and carried.

**No XXXI.**

**GRAND LODGE FEES.**

The Worshipful Master being responsible for the Grand Lodge Fees, shall forward the same to the Grand Secretary as soon as possible, after the Festival of Saint John the Baptist, and Saint John the Evangelist, respectively.

**No. XXXII.**

**REGULARITY OF ATTENDANCE.**

In order to secure that Regularity so highly necessary for the good government and the general welfare of the Lodge, it is expected that every officer and member will attend punctually at the hour named in the summons, under penalty and censure by the Worshipful Master unless exonerated by some reasonable excuse, or cause of absence.

**No. XXXIII.**

**CLOTHING.**

Brethren shall at all times appear when in Lodge, in the proper Masonic clothing, as prescribed by the Book of Constitution.

**No. XXXIV.**

**PROPERTY, JEWELS, ETC.**

The Books, papers, jewels, paraphernalia and furniture of every kind belonging to the Lodge, being at all times vested in the Worshipful Master and Wardens for the time being, they are responsible for the same. They shall be annually examined previous to the installation of the officers elect, and an Inventory of them shall be kept in the Minute Book of the Lodge. The Worshipful Master shall annually insure the property of the Lodge for such sum as the Lodge shall direct.



**XXXV.****DISPOSAL OF FUNDS, ETC**

No part of the funds of this Lodge shall be expended, except for monthly or other necessary expenses without the approbation of a majority of its members, neither shall the furniture, jewels, paraphernalia and other property of the Lodge be sold, alienated, or in any way disposed of except by the unanimous consent of its members.

**No. XXXVI.****SIGNING OF BY-LAWS, ETC.**

These By-Laws, when fairly written in a book, shall be signed by the Worshipful Master and Secretary, and have the Seal of the Lodge affixed. Every Brother is also to sign them as a declaration of submission to them, and one copy shall be delivered to each member free of expense, but should he require another copy, he shall pay twenty five cents for the same toward the general funds of the Lodge.

**No. XXXVII.****ALTERATION OF BY LAWS**

No alteration shall be made in these By-Laws unless by a notice of motion given at a regular meeting, which shall be duly inserted in the minutes, and inserted in the summons for the next regular meeting. when the proposed alteration shall come on for discussion, and on a resolution regularly moved and seconded being passed in favor thereof by two-thirds of the votes present, it shall become law when sanctioned by the Grand Master.

**No. XXXVIII.****INFRINGEMENT OF BY-LAWS.**

A Brother violating any of the provisions of these By-Laws, when not otherwise provided for, shall be liable, after due trial, by the vote of the Lodge, to such punishment as is provided in the Book of Constitution. Should any contingency arise not provided for in these By-Laws, the Lodge will be guided in its action by ancient Masonic usage, and the Constitution of the Grand Lodge of Canada.

Read and adopted in open Lodge This Ninth day of  
November, A. D., 1894.

S. HISLOP,  
W. M.

S. MOAG,  
Secretary.

Submitted,  
J. A. HOUSTON,  
D. D. G. M.

I approve of the foregoing By-Laws of St Francis  
Lodge, No. 24, A. F. & A. M., G. R. C.

WM. R. WHITE,  
Grand Master.

Pembroke, 21st. Feb., 1895.

# APPENDIX.

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## ORDER OF BUSINESS.

The arrangement of business is at the discretion of the Worshipful Master, or the following may be used.—

1. Reading and confirming of the minutes of last Regular and Subsequent Emergency Meetings.
2. Receiving Reports.
3. Balloting for Candidates.
4. Reading of Correspondence and Petitions.
5. Appointment of Committees on Petitions.
6. Passing Accounts.
7. Reading names of brethren over twelve months in arrears.
8. Enquiry--Are any of the members ill or in distressed circumstances?
9. General Business.
10. Appointment of Visiting and other Committees.
11. Initiation, Passing, and Raising.

## RULES OF ORDER.

1. No motion shall be received unless it be properly made (in writing, if a request to that effect be made by the Worshipful Master, the Secretary, or the Lodge,) and seconded, nor be open to discussion until stated to the Lodge by the Worshipful Master.

2. All motions shall be decided by a majority of votes, unless otherwise provided. In case of a tie, the Worshipful Master to have a second or casting vote.

3. The votes of the members shall be given by each holding out his right hand, and shall be counted by the Worshipful Master or Deacons, unless the numbers should be so unequal as to render counting unnecessary.

4. No Brother shall speak twice on the same subject without permission of the Worshipful Master, unless in explanation, or the mover in reply.

5. No visitor shall speak to any question without leave of the Worshipful Master, nor shall he on any occasion be allowed to vote, and during his continuance in the Lodge shall be subject to its By-laws.

6. A Brother desiring to speak or submit a motion shall rise and remain standing, and respectfully addressing the Worshipful Master, shall confine his remarks to the question, and observe due order and decorum.

7. Whosoever shall be so unmasonic as to hiss at a Brother, or at what he has said, or to interrupt him, except to call him to order, shall be publicly reprimanded by the Worshipful Master.

8. A motion to "lie on the table," to "postpone," or to "commit," may at any time be made.

9. On a point of order being raised while a Brother is speaking, or when called to order by the Worshipful Master, he shall at once take his seat, when the point of order shall then be stated by the Brother objecting; the Worshipful Master shall decide thereupon without debate; when after being set right the Brother may proceed.

10. No amendment to a motion shall be in order after an amendment to an amendment, and no motion to amend shall be in order while two previous motions are under discussion or undisposed of.

11. If the Worshipful Master indicate a desire to speak while the Brother is on the floor, that Brother

shall immediately sit down, that the Worshipful Master may be heard.

12. All Brethren shall observe the first call of the Worshipful Master's gavel.

13. A motion that has been declared lost cannot be renewed at the same meeting of the Lodge.

#### NOTE ON THE BALLOT.

In balloting on a petition, every member present is expected to vote ; nor can he be excused from the discharge of this important duty , except by the unanimous consent of his brethren.

All members must, therefore, come up to the performance of this trust with firmness, candor, and a full determination to do right—to allow no personal timidity to forbid the deposit of the black ball, if the applicant is unworthy, and no illiberal prejudice to prevent the deposition of a white ball, if the character and qualifications of the candidate are unobjectionable.

The great object of the ballot is to secure the independence of the voter, and for this purpose its secrecy should be inviolate.

No member can be called to account for the ballot he has deposited.

No member should find fault or complain of the result of the ballot, for by so doing he declares that he did not black the applicant ; and should all members who voted with white balls thus complain, or find fault, the Brother having cast the black ball would be exposed, and the security of the ballot destroyed.

When an applicant has been blacked, he is to be notified by the Secretary, and the matter should remain a profound secret between the members of the fraternity and the applicant.

It is a gross Masonic offence for any member to make public the action of the Lodge in blacking an applicant.

#### VOUCHING.

No Brother should vouch for any visitor unless he knows to a certainty that he is a Mason. He should know this, not from a casual conversation, or a loose and careless enquiry, but from due trial, strict examination, or sure information. He should be able to say "I know this man to be a ——— Mason, because I have subjected him to a strict examination, and you may safely recognize him as such," or "I know him to be, etc., etc., because I have sat with him in a just and legally constituted Lodge of . . . . . Masons," or, "I know him to be, etc., etc., because I have sure information given me for the purpose of vouching for him." No one should vouch for another, on a written introduction, or written communication of any kind, as such a document might pass into the hands of an impostor. The above suggestions should never be departed from; the fear of offending a visitor should not deter an examining committee from saying to him, "I am not satisfied," or "I do not recognize you." The Mason who is so unmindful of his obligations as to have forgotten the instruction he has received, should pay the penalty of his carelessness. It is better that ninety and nine true men should be turned away from the door of a Lodge, than that one cowan should be admitted.

FORMS.

APPLICATION FOR JOINING.

To the Worshipful Master, Wardens, Officers and Members of St. Francis Lodge, No. 24, G. R. C.

I, .....of the.....of ..... profession or addition,.....aged.....being a ..... Mason, am desirous of becoming a member of St. Francis Lodge No. 24. I was initiated, passed and raised in.....Lodge, No..... held at.....and I am now in good Masonic standing.

Dated at.....this.....day of.....A. L.....

(Signature).....

Recommended by .....

.....

APPLICATION FOR INITIATION.

To the Worshipful Master, Wardens, Officers and Members of St Francis Lodge No. 24, G. R. C.

I (name in full), being free by birth, and of the full age of twenty-one years, do declare that unbiased by the improper solicitations of friends and, uninfluenced by mercenary or other unworthy motives, I freely and voluntarily offer myself a Candidate for the mysteries of Freemasonry ; that I am prompted

by a favorable opinion pre-conceived of the Institution, and a desire of knowledge; and that, if elected, I will cheerfully conform to all the ancient usages and established customs of the Order, and that I have not made application to, nor been rejected in, this or any other Lodge during the last year.

Witness my hand this.....day of.....

A. L. ....

Age, .....

Residence, .....

Profession, .....

Recommended by.....

.....

APPLICATION FOR WITHDRAWAL FROM MEMBERSHIP.

*To the Worshipful Master, Wardens, Officers and Members of St. Francis Lodge, No 24. G. R. C*

I, Brother.....being in good standing, and having paid up all dues, am desirous of withdrawing from membership in this Lodge, and therefore pray that my resignation be accepted, and the authorized certificate, under the Lodge seal, be prepared and delivered to me by the Secretary.

Witness my hand this.....day of.....

A. L. ....



## Certificate of Withdrawal.

ST. FRANCIS LODGE, No. 24, on the Registry of the  
Grand Lodge of Ancient, Free, and Accepted  
Masons of Canada, in the Province of Ontario.

*To all to whom these Presents shall come,*

GREETING :

*This is to certify that Brother ....., who  
has signed his name in the margin, has duly withdrawn  
from membership in this Lodge At the time of his  
withdrawal, his standing was as follows :*

-----  
-----  
-----

*Given under our hands and seal of the Lodge at  
Smith's Falls, this.....day of.....A. L.....*



..... *W. Master.*

..... *Secretary.*

50

